



# Standard Operating Procedure for Plant Reopening Protocol after COVID - 19 Lockdown

## NOTE TO ALL:-

The information contained in VST represents current practices regarding the recommended operation of its manufacturing facilities, where and when permitted by law, during this time of the unprecedented COVID-19 pandemic. The health and safety of our employees is our number one priority, and our hope in sharing this information is that it may be of assistance to others.



### 1.0 Purpose:

The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to follow resuming work after lockdown due to the COVID-19 outbreak.

### 2.0 Introduction:

This SOP is prepared to resume the work along with safety protocol to follow at all Manufacturing Units of VST after the lockdown period due to the COVID-19 outbreak. By following this SOP, the chain of corona spread shall be eliminated, and works can be done safely. All precautionary measures are to be ensured at VST establishments so that employees/contract workers feel safe and secure at the workplace.

### 3.0 Scope:

This SOP applies to all Manufacturing Units established.

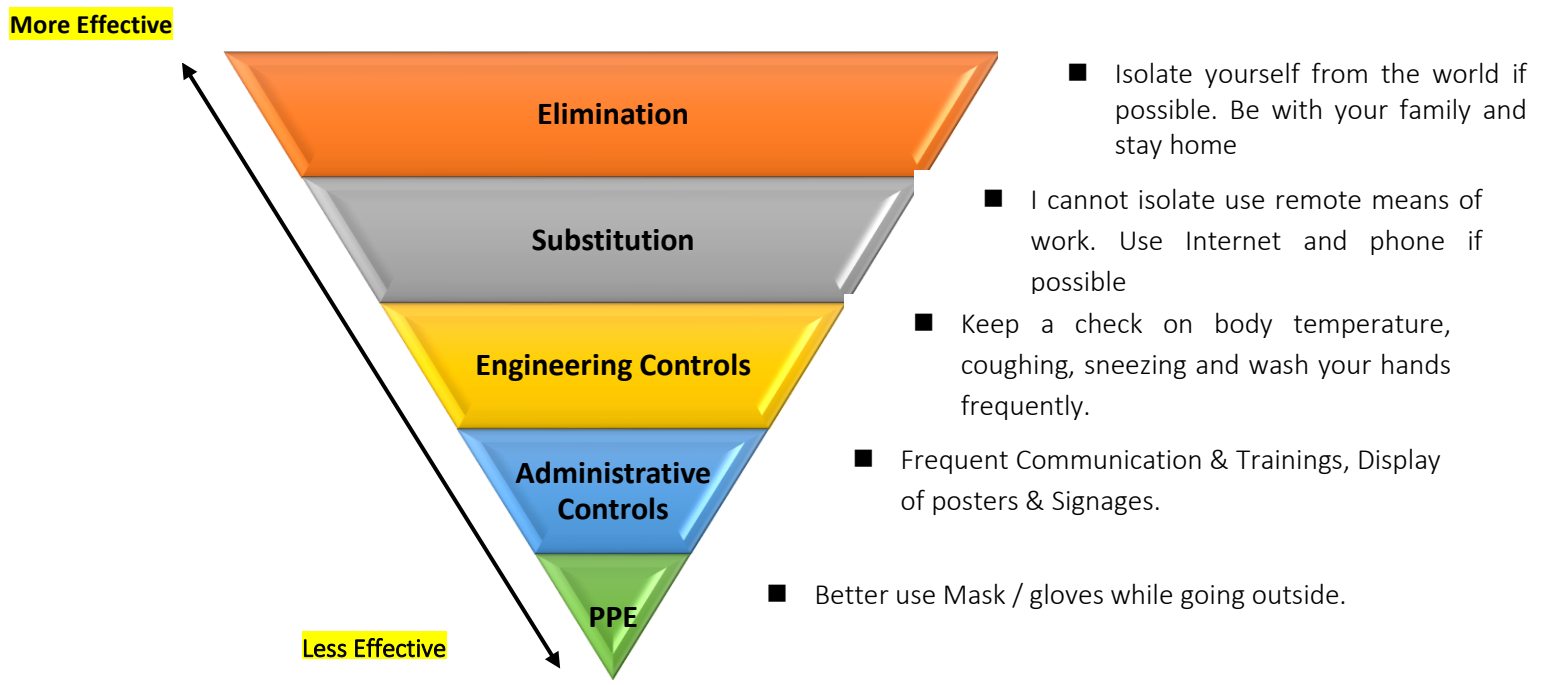
### 4.0 Coverage:

This SOP covers all stakeholders working at VST

- All VST Employees
- All Contract employees
- All Trainees
- Visitors / Suppliers to VST premises

## 5.0 PLANT OPENING PROTOCOLS & ITS NECESSARY STEPS

### 1. HIERARCHY OF COVID-19 SPREAD CONTROLS IN WORKPLACE







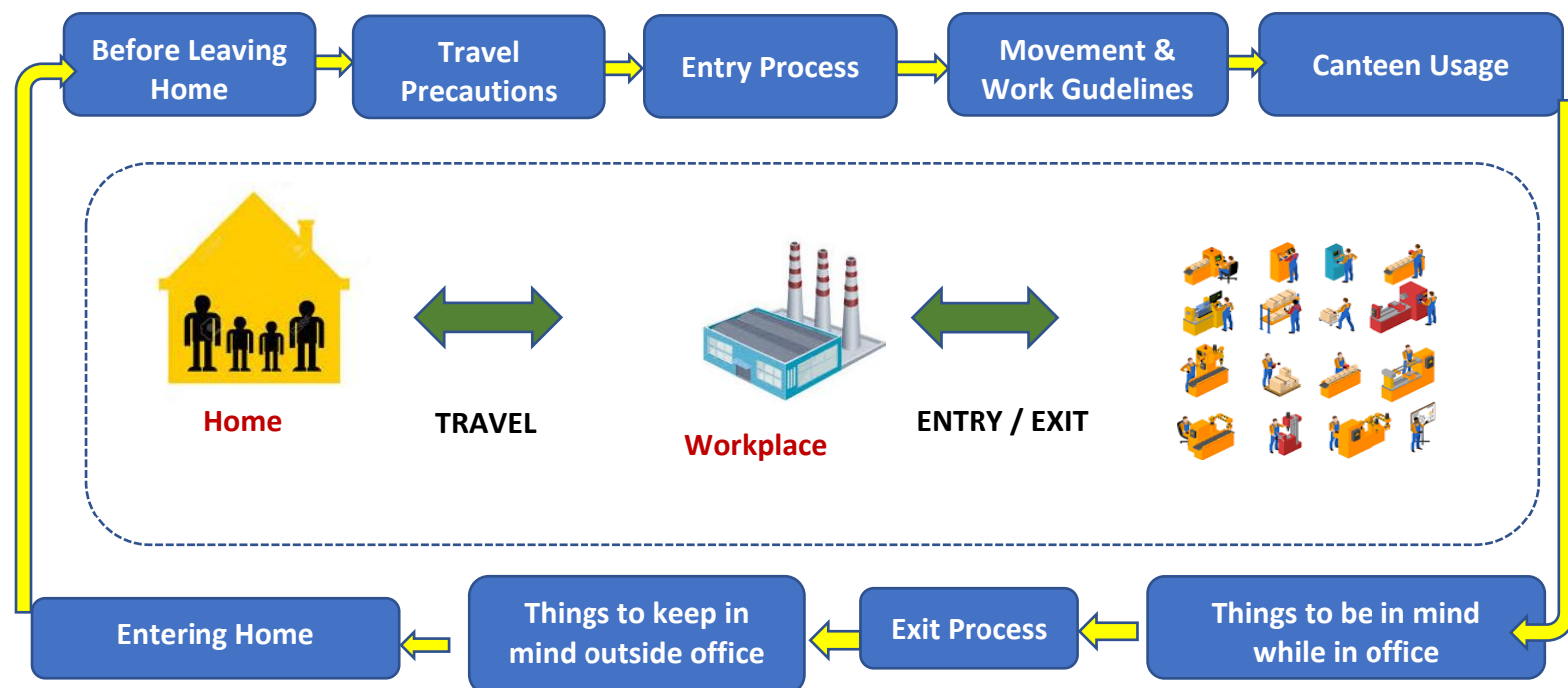
## The hierarchy of controls is a system to minimize or eliminate exposure to hazards.

Occupational safety and health use a framework called the **“hierarchy of controls”** to select ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure. During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE. There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures will be necessary to protect workers from exposure to COVID-19.

## EMPLOYEE SAFE CYCLE FRAMEWORK DURING WORK RESUMPTION

Following instructions shall be communicated to all concerned for strict adherence by them. As far as possible, the usage of public transport shall be avoided. **Start from home, only when an employee is healthy.**

Before Leaving home, if any sort of symptoms noticed, Employees are advised to stay at home & follow as instructed in State Safety regulations with relates to COVID-19 to get necessary medical advice and communicate the same to your reporting manager as well.





## WHEN DAY STARTS EMPLOYEES ARE INSTRUCTED TO FOLLOW SAFE PRACTICES IN HOME BEFORE LEAVING / AFTER REACHING

### Before Leaving

#### Monitor Health

- Check your temperature & fill the Health Check-Sheet
- Update Self Declaration Form / Wellness Mitra App



#### Wear a Mask

- Wear a mask at all times outside home
- Carry a spare mask



#### Always Carry

- Small Sanitizer Bottle
- Handkerchief



### After Reaching

#### Ask the Door to be kept open

- Don't touch your door or door handle
- Inform your family in advance to leave the door open



#### Sanitize before Entering

- Leave your shoes outside
- Wash your hands and sanitize your belongings



#### Take a bath & Give clothes in Laundry

- Give your clothes for laundry
- Take a bath

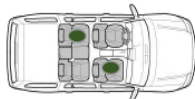
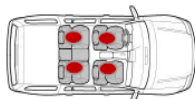


## TRAVELING



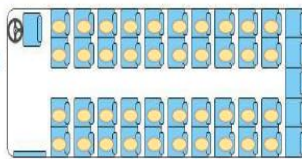
### Personal Transport

- ✓ Use of Self-Transport is highly recommended
- ✓ If using a 2-wheeler, wear proper gear including Helmet & Gloves
- ✓ For refueling, use e-Payments or give exact amount of cash (No return change)
- ✓ Avoid Car-Pooling, if no option then not more than 2 people.

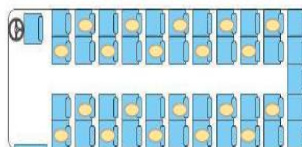


### Company Transport

EARLIER



NOW



- ✓ Bus Capacity reduced to 50%
- ✓ Maintain Social Distance while boarding
- ✓ De-boarding for each bus to be done one by one, keep sitting until instructed



### Public Transport

- ✓ Preferably, avoid Public Transport
- ✓ In case unavoidable take care of following:
  - ✓ Mandatory use of Masks & Gloves
  - ✓ Avoid touching anything
  - ✓ Don't use shared autos & cabs
  - ✓ Practice social distancing
  - ✓ Immediately use a sanitizer once your journey is complete





## **2. SECURITY PROCEDURES AT MAIN GATE:**

- Compulsory one-time self-declaration form to be filled by all persons entering through the gate & submitted to a security person. The security guard in the front line shall wear a mask and glove.
- Compulsory routine screening of all persons entering through the gate with forehead IR thermometer with maintaining social distancing of 3 feet at all the time.
- Stoppage of any person found with fever/cough / sore throat/sneezing / running nose/breathing problem and who mention "yes" the self-declaration form, the same will be informed to management immediately. Person shall be contained in the isolation room for 30 minutes and temperature shall be monitored, further if there is no decrease in abnormal temperature; the person shall be referred to the nearest hospital for preliminary screening immediately.
- No new workers shall be allowed inside.
- Any parcel /courier person should be stopped at the gate. Sanitization of all inward courier material except covers and letters.
- All the person entering the gate shall be permitted inside only if they are with a nose mask.

## **3. SANITIZATION DURING ENTRY:**

Handwash & sanitizers shall be kept ready in the entrances and people after entry shall sanitize their hands before proceeding to their work spots.

## **4. ATTENDANCE SYSTEM:**

Bio-metric (Finger touch) for attendance shall be temporarily discontinued. Alternate arrangements for attendance (Manual Attendance register) be made.

## **5. DURING DUTY HOURS AT OFFICES / PLANTS / PROJECT SITES: -**

- Employees shall work from their seats and avoid going to other's seats as far as possible.
- To maximum possible discussions/interactions can be held through Landline and mobile phones or virtual meetings.
- Meetings are to be avoided as far as possible. Voice calls / Conference calls and other Virtual modes can be used in place.
- Recommended to use only meeting room. All these meeting rooms provided with hand sanitizer and rooms will be sanitized before & after the meeting. All other doors should be provided with a foot handle method & handle should be removed.
- To communicate to all visitors & suppliers to avoid coming to the factory, encourage the discussion over video conference or voice call.
- All employees strictly adhere to the social distance of a minimum of 1.5 to 2 meters.
- To avoid hard copy files wherever possible and soft copy correspondences/approvals are to be increased by mails or E office.





- Approving officials can seek required back up / supporting documents in soft for study before according approval on hard copy to avoid contaminations.
- Other utilities like handheld tools & equipment, machines with employee contact, automobile in the plant to be disinfected and cleaned before & after operation.
- All employees shall be instructed to bring separate water bottles and avoid common water Bottle/mug /glass.

**Meetings:** - Physical meetings shall be replaced by Virtual meetings.

- If unavoidable, during meetings/conferences/trainings, ensure alternative seating, also masks shall be worn, disinfect laptops or desktop during shift beginning.
- AC switched off with doors open for ventilation, In case of AC required, then ensure microfilter (Micro 95) in the ACs, as applicable.

### **During duty hours at project sites: -**

- In addition to the above, the following Points shall be adhered to by all contract personnel
- Workers shall be instructed to maintain social distancing of 1.5m to 2m at all times (toolbox meeting, teatime lunchtime, gate entry time and drinking/service water area).
- Meeting shall contain the awareness about COVID 19 and preventive measures to prevent the spread including the importance of hand sanitization, social distancing, how to use and dispose of nose masks.
- No other group meeting shall be conducted.
- The contractor shall keep their working area clean and hygiene.
- Contractors shall apply disinfectant spray/powders daily at common places (eating place, drinking water area, service water area and transport vehicles).
- The contractor shall keep sanitizer/hand wash soap solutions in enough quantity at all common points.
- The contractor shall display precautions measures do's and don'ts at prominent places in all languages spoken by the workers.





## 6. EMERGENCY PROTOCOLS:



### TASK

- Set up the Emergency Response Teams
- Have a plan in place to adopt framework and develop site-specific protocol

### About:

The Emergency Response Team (ERT) is a cross-functional team lead by Plant Manager in the following:



**PLANT MANAGER** - Site manager who has overall responsibility for the site's Emergency preparedness & response plan, coordinating and aligning with EHS and the COVID-19 Crisis Team.

**EMPLOYEE ACCESS CONTROL LEAD** - Works with the site to manage social distancing logistics regarding arriving and departing shifts, as well as visitors and contractors. Will further support the Virus Prevention & Protocol leader by providing site-specific options regarding social distancing within the plant, including potential mitigation measures to manage the risk of employees required to work 1.5 to 2 meters from others.

**VIRUS PREVENTION & PROTOCOLS LEAD** - Works to develop protocols to ensure the wellness of all employees, and the overall Emergency preparedness and response plan, ensuring alignment with EHS and the COVID-19 Crisis Team.

**SANITIZATION & DISINFECTION LEAD** - Works to manage daily and periodic disinfection logistics, including routine and deep cleaning, disinfection processes, following the protocols set up by the Virus Prevention & Protocol leader. Drives process continual improvement and ensure 100% compliance of VST's disinfection protocol, and any approved regional or site variations.

**COMMUNICATION & TRAINING LEAD** - Works to manage all pandemic related communications, in accord with HR. Manages the training function across the site related to pandemic preparedness and response, including both employee, management and Emergency Response Team training, in accord with VST's playbook and COVID-19 Policy and Guidelines directive.

**PPE & MATERIALS LEAD** - Works to secure all necessary supplies to implement and sustain the site Emergency preparedness & response plan, including direct procurement by the plant, as well as coordination with VST Procurement related to accessing centrally located supplies or leveraging supplies from other VST facilities.





## 7. Preventative Material Inventory



- Confirm operation has an adequate supply of soap, disinfection, hand sanitizer, paper towels and tissues.
- Confirm stock of face masks, Emergency Response kit contain 360\* coverall, gloves, face shield & N95 mask.
- Have “non-touch” thermometers on-site for employee screening

### Disinfectant Supplies:

- Confirm operation has an adequate supply of soap, disinfection spray, hand sanitizers, paper towels and tissue.
- Plants should keep a minimum quantity of 30-day supply of disinfectant supplies.

### PPE:

- Confirm stock of face masks, gloves, and Emergency Kit on-site and on-order with proper lead time.
- Plants should keep a minimum quantity of 30-day supply of PPE.

## 8. Personal Protective Equipment (PPE)



The ERT and Team Leads for PPE and Sanitization are responsible for ensuring there are adequate supplies as required per our company’s Emergency Plan.



### Masks

Triple Layer Face masks are required PPE for a very limited number of Emergency response and management personnel within each facility:

- Shift health screeners (security)
- Disinfection team members (Housekeeping Team)
- Those with broad exposure to other employees (e.g. canteen/ pantry workers and security guards)



### Gloves

Our top priority is always protecting people. Based on findings, the company does not require or recommend that our employees wear gloves except for:

1. Isolation Team Members
2. Those performing disinfection of common surfaces. However, the company should provide gloves if mandated by local laws.



### Emergency PPE Kit (Non-Reusable)

Emergency PPE Kit consist of Coverall, Shoe cover, Face shield, Mask, gloves, and goggles, which will be placed in Emergency Control center (Security Gate) & need to use only at the time of Emergency situation such as handling infected victims and so on.



**Note:** All used face masks are collected separately with a closed bin at each location & shall be disposed in biomedical collection waste bags/bins.









## 10. Deep-Cleaning and Disinfection Protocol



### TASK

- Review, understand, and prepare for the triggering of the Deep-Cleaning and Disinfection Protocol

### Corona Virus COVID-19 - Deep Cleaning and Disinfection

COVID-19 “deep-cleaning” is triggered when an active employee is identified as being COVID-19 positive by testing. Sites may opt to have a deep cleaning performed for presumed cases, at their discretion.

#### **1. Ensure members should carry out the deep cleaning activity, they must have the minimum requirements of:**

- Trained personnel to execute the process of cleaning, disinfection, and disposal of hazardous waste
- Proper equipment and PPE to perform the task
- All necessary procedures and local authorizations or permit to perform disinfection services and manage any wastes generated.
- Use of approved COVID-19 disinfectant chemicals to perform this activity

#### **2. The ERT must coordinate and supervise the cleaning and disinfection process. They must ensure that:**

- There is a specific plan and strategy to clean all site, machinery/equipment, common areas, offices and any typical areas where employees interact
- Only authorized people can access the site during the cleaning operation
- Assure that employees are made aware that the work areas have been disinfected

#### **3. Personal Protective Equipment (PPE) requirements for the Deep Cleaning team:**

- The use of PPE is to be determined by the cleaning contractor based on the chemicals used to conduct the disinfecting process including proper wearing, storage, cleaning, decontamination and disposal of PPE as biohazard waste.

#### **4. Disposal**

- At the end of the process the Cleaning company must follow the local regulations to dispose of all the PPE and cleaning material used properly.





## 11. Inbound Parts/Materials/Packages



### TASK

- Manage incoming supplies in accordance with Suppliers safety protocol.

The World Health Organization advises it is safe to receive packages from areas where COVID-19 has been reported.

**If you receive an expedited package from an area where COVID-19 is present and are concerned about possible surface contamination consider these steps:**

- Wash your hands frequently with soap and water
- Use hand sanitizer when soap and water are not available
- Avoid touching your face, eyes, nose or mouth

**If packaged materials have been in transit and/or storage at the plant for more than 48 hours from last human contact, no further action needs to be taken. While not necessary, where employee apprehension remains high, sites may suggest the following additional precautions:**

- Personal protective equipment usage, such as disposable gloves and/or the use of disposable surgical masks.
- Disinfection of surfaces with a 10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant - as appropriate to the surface(s) being treated (noting that these chemical agents should only be used by trained and authorized personnel).





## 12.Routine Audit Checklist

### AUDIT CHECKLIST FOR COVID-19 / Precautionary measures to be taken...



Name:		Location:		Shift:		Date/time:	
S.No	Descriptions	Yes	NO	Remarks Any ?			
1	Is Temperature <b>screening</b> using infra-red thermometers is being made mandatory for all employees, vendors, suppliers and visitors ?						
2	Is Safety Instructions given by security team is being made in main gate ? Which covers how employees, vendors and suppliers need to maintain safe work culture during this crisis situation?.						
2	As per government instructions, Is operations are being carried out with 50% of employees?						
3	Ensure usage of masks & hand sanitizers being made by all ?						
4	Ensure sufficient stock is available during emergency ?						
5	Ensure safe distance of 1.5 meters were being made by all in & around factory ?						
6	Is Maintaining of proper hygiene and sanitation being made in the premises including vehicles ?						
7	Is Displays like Visual Communication – Posters, Banners is placed at workplace, in local language ?						
8	Ensure Employees to avoid physical greeting ?						
9	Is hot water facility for drinking arranged ?						
10	Based on communication, Ensure Employees carry their own water bottles / food from home and maintain high standards of personal hygiene ?						
11	Is washing hands with soap water provided every time in common facilities like canteen / rest rooms & so on ?						
12	For housekeeping - cleaning of all access gates, hand rails, door handles/knobs is being made frequently, to improve hygiene and make sure wash rooms are cleaned frequently.						
13	Ensure Pantry /canteen area, canteen workers are wearing gloves, masks and maintain hygiene at all times ?						
14	Ensure Any employee having cough, cold, fever kindly ask them to take leave.						
15	Is Biometric access discontinued & sealed Temporarily ?						
16	Ensure cleaning of table / chair/ etc are done by housekeeping frequently ? Are they maintaining checklist as per the requirement ?						
17	Ensure conducting Internal meeting with employees are made with social distance 1.5 to 2mtr ?						
18	As per emergency response plan do we given instruction to PRT about the usage of PPE's like apron / gloves & so on for handling infected persons?						
19	Is Emergency contact no displayed like 104 & Local testing centers nos?						

**Signature:**





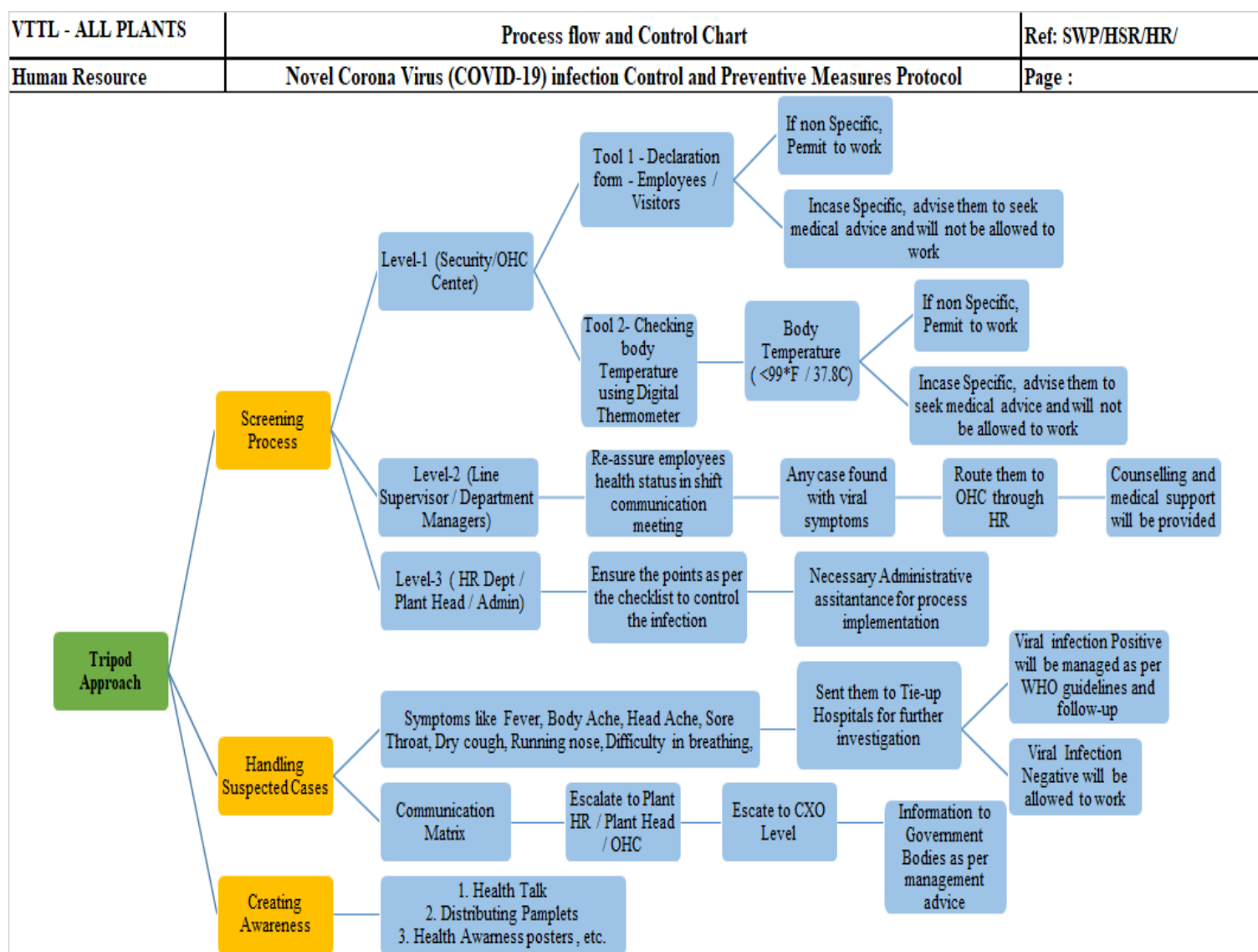


### 13.Tripod approach & Social Distancing Protocol



**TASK**

- Isolation Protocol for employees who become ill at work: Advise employees that if a person feels ill, or if someone observes that another person is exhibiting symptoms of COVID-19 at work, can seek for medical advice / can avail leave.





## Sample COVID-19 Declaration Form

### Report for employees/visitors presenting symptoms at work

Name:

Date:

☐ Visitor

☐ Employee

☐ Contractor

Job Title: Worksite:

Location of Isolation:

Address:

#### Symptoms noticed:

- ☐ Temperature >37.8°C or higher
- ☐ Shortness of breath, difficulty breathing
- ☐ Cough
- ☐ Running nose
- ☐ Sneezing
- ☐ Muscle Pain
- ☐ Tiredness

Time of fever on-set: \_\_\_\_\_ Time of isolation: \_\_\_\_\_

*Symptoms and isolation periods will be updated periodically as information becomes available following the emergence of a pandemic virus strain.*

If any of the above Symptoms noticed please Tick **YES** ☐ **NO** ☐

Where referred to:

Notes:

#### DETAILS OF REPORTER

Name:

Job title:

Telephone Number:

*Coronavirus preparation and arrangements to be made for employees who become ill at work*





## 14.Social Distancing Protocol



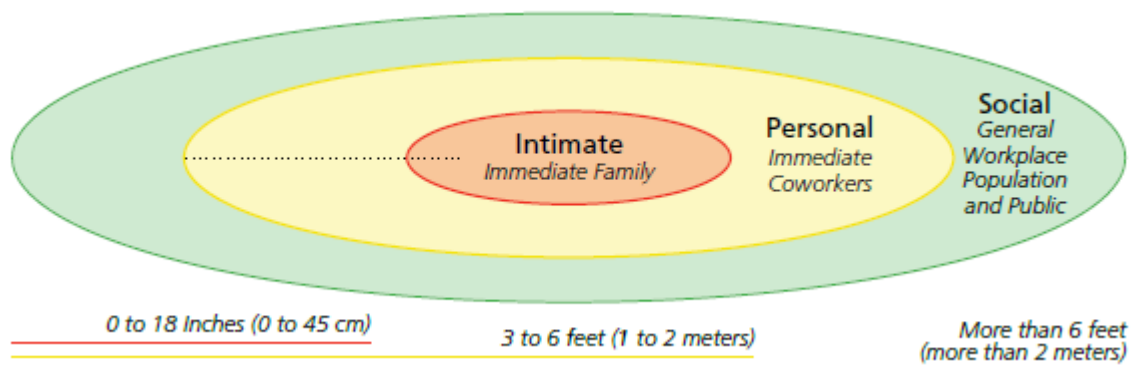
### TASK

- Review and understand the Social Distancing Protocol

**Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection.**

**In practice this means:**

- Staying 1 to 2 meters (3 to 6 feet) away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others, to the extent feasible.
- Avoiding anyone who appears to be sick, or who is coughing or sneezing.





## 15. On-Site Health-Temperature Screening Protocol

The company should periodically update company guidance on current recommendations from and the World Health Organization (WHO).

**On-site screenings to be completed daily by medical or site personnel (internal or external) of all incoming employees/ contractors/suppliers before accessing company facilities/ offices:**

If the temperature is 37.8°C or higher, or the employee exhibits visible symptoms of illness consistent with COVID-19, the employees will be invited for medical advice, following the State Health Department recommendations/guidelines.

Employees returning to work from an approved medical leave should be directed to contact their HR representative and to submit to that represents a medical certificate releasing them to return to work.

## 16. Visitors and Contractors Self-Screening



**TASK**

- Put a plan in place for screening Visitors and Contractors
- Ensure Visitors and Contractors Self-Screening Checklist printed and available as needed

### Visitor Restrictions:

- The company no longer allows normal visitation to our facilities until further notice. Meetings should take

place virtually going forward, to ensure the protection of both employees and visitors.

- Where business-critical, in-person visits do occur, such as to allow equipment or facilities to remain operational, they should go through in proper channel.

### Visits or contractor work that do occur should limit exposure to employees to the extent feasible, by:

- Ensuring visitors/contractors take a direct route to meeting or work areas and do not unnecessarily interact with employees.
- Practicing Social Distancing themselves at all times, and instructing visitors regarding our expectations regarding social distancing (e.g. no handshakes or embraces, keeping 1-2 meters (3-6 feet) distance when interacting, etc.).
- Practicing expected hygiene regarding washing hands and covering coughs/sneezes, pointing out or providing company guidance on this topic.
- For visitors, use dedicated meeting rooms where possible, which should have common surfaces disinfected between meetings.







## 17.CANTEEN PROTOCOL

- Each Canteen employees are medically examined two weeks once in addition to daily screening of body temperature & respiratory symptoms at gate entry.
- The canteen seating capacity can be reduced to 50 % to avoid gathering. Seats, counters & queue to be arranged in such a way to maintain social distancing of 3 feet and alternative seating.
- **All employees are advised to carry their food from home.**
- Employees should stand in the queue with social distancing of 1.5 to 2 meters for getting your food in the canteen.
- Only 4 employees can sit in one table. Everyone should keep the social distancing while having your food. Cross marks will be pasted in the alternat seats. Employees should not sit in cross marks seats.
- Please don't talk while having your food.
- Don't Spit while washing your hands in the washing area. If so, please sanitize the area.
- Don't share your food with anyone.
- Self-service is strictly prohibited; violators will be punished.
- Drinking-Water will be served by caterers.





# Health and **Wellness**





## 18.COVID-19 / Do's & Don'ts

# PROTECT YOURSELF AND OTHERS

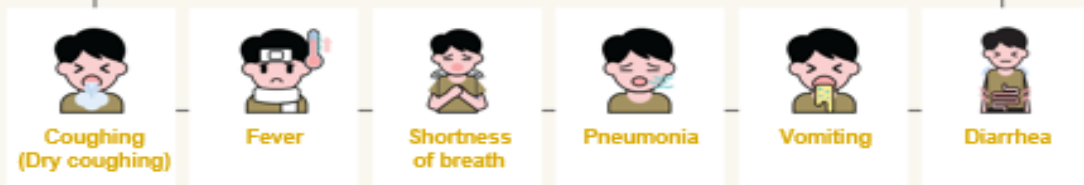
## CORONA VIRUS DISEASE (COVID-19)



Corona is a large group of viruses, which can infect both humans and animals. The intensity of the infection ranges from the common cold to acute respiratory syndrome.

Coronaviruses are passed on by droplet infection, the virus multiplies in the throat. It spreads through sneezing, coughing, or from surfaces via hands where the droplets from the infected might be present.

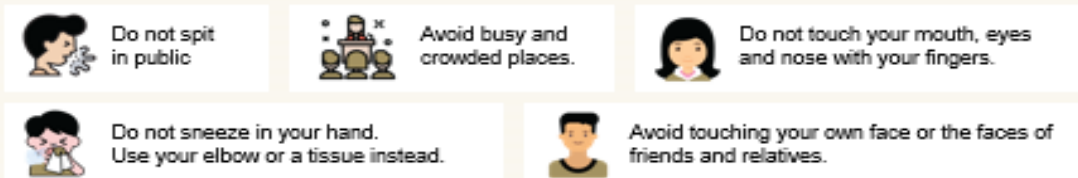
### SYMPTOMS



### Do's



### Don'ts













If you have these symptoms see a doctor or call 24x7 government helpline at 011-23978046





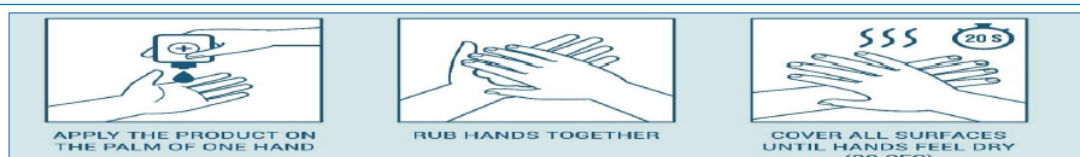
## 19. GENERAL HEALTH ADVISORY:

### WASHING HANDS







	Wet hands with water
	Apply enough soap to cover all hand surfaces
	Rub hands palm to palm
	Right palm over left dorsum with interlaced fingers and vice versa;
	Palm to palm with fingers interlaced
	Backs of fingers to opposing palms with fingers interlocked;
	Rotational rubbing of left thumb clasped in right palm and vice versa;
	Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;
	Rinse hands with water;
	Dry hands thoroughly

### SANITIZATION & MASKS

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol



### ADVISORY ON MASK

	Before putting on a mask clean hands with sanitized or wash them with soap
	Cover mouth and nose with mask and make sure there are no gaps between your face and the mask
	Replace the mask as soon as it is damp
	Avoid touching the mask while using it
	Do not reuse a single use mask
	To remove the mask: remove it from behind







## WHEN OUTSIDE

### PRECAUTIONS WHILE TRAVELING



Always Wear Mask



Maintain Social Distancing in Car/Company Transport



Sanitize your hands Before boarding  
Sanitize your hands after de-boarding

### WHEN EATING IN COMMON PLACES



Maintain social distancing while queuing  
and seating



Don't Spit out food on tables and trays



Wash or Sanitize your hands before and after  
eating



Use tissues and dump the tissues in Close lid  
Dustbins



Avoid talking during meal



Avoid Sharing Utensils

### REGULAR CLEANSING AND DISINFECTION IN RESIDENCE



Kitchenware: Place in Boiling or High temperature water for 15 Min



Frequent Contact Areas: Door Handles, Tables/Chairs and Floor should be  
cleaned with Disinfectant



Mobile/Tablets/Laptops: Use alcohol based wipes to clean surface  
frequently





### TAKING CARE IF YOU HAVE ELDERLY AT HOME



Spending time with family & connecting to loved ones



Cut down on listening to news



Getting them involved in recreational and daily activities



Make some time for exercise



Elderly with chronic conditions should monitor and consume medicine daily

### TAKING CARE IF YOU HAVE KIDS AT HOME



Disinfect/Sanitize Toys Frequently



Do not blow on Baby's Food



Wash your hands once arrived home before carrying kids



Teach and reinforce everyday preventive actions



Avoid bringing Kids out and help them stay active



Do not share utensils

### **PRECAUTIONS FOR SELF:**

### LET'S ALL DO OUR PART



Avoid close contact with people who are sick



Cover your cough or sneeze with a tissue or elbow, then throw the tissue in the trash



Keep your home and surroundings clean and well-ventilated



Monitor your temperature twice daily



AVOID touching your face with your hands





## 20. FACILITY SIGNAGE

The suggested signage location guide is below.



Download the [editable Signage...](#)





## 21.GOVERNMENT GUIDELINES FOR COVID-19:

**The following measures shall be implemented by all offices, factories and other establishments,**

- a. All area in the premises including the following shall be disinfected completely using user-friendly disinfectant mediums:
  - Entrance Gate of building, office, etc
  - Cafeteria and canteens.
  - Meeting room, conference hall/ open areas available / entrance gate of site, cabins, buildings, etc.,
  - Equipment, washrooms, toilet, sink, water points, etc.,
  - Walls / all other surfaces.
- b. For workers coming from outside, a special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.
- c. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
- d. Mandatory thermal scanning of everyone entering and exiting the workplace to be done.
- e. Medical insurance for the workers to be made mandatory.
- f. The provision of hand wash & Sanitizer preferably with a touch-free mechanism will be made at all entry and exit points and common areas. Enough quantities of all the items should be available.
- g. Workplace shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
- h. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
- i. The use of a staircase for climbing should be encouraged instead of lifts/handrails should be sanitized.
- j. There should be a strict ban on gutka, tobacco, etc and spitting should be strictly prohibited.
- k. There should be a total ban on non-essential visitors at sites.
- l. General public and staff who visit the office be asked to wash the hand with hand sanitizer or soap water. Hand sanitizer should be kept at the entrance of all offices for this purpose.
- m. In all offices, sanitizer should be provided at appropriate places and soap must be made available in the restroom for frequent hand washing

**Prepared by:**

**Approved by**

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